

Office of Public Instruction
PO Box 202501, Helena MT 59620-2501
Human Resource Office, 1227 11th Avenue, Helena, (406) 444-2673
Internal/External Job Vacancy Announcement

TITLE: Accreditation Data Specialist
STATUS: Permanent, Full time
ANNUAL SALARY: \$43,293
CLOSING DATE: December 28, 2015
APPLICATION SUPPLEMENT REQUIRED: Yes

POSITION NO: 351-00048
DEPARTMENT: Office of Public Instruction
DIVISION: Accreditation and Educator Preparation
LOCATION: Helena, Montana
RETIREMENT: PERS
UNION: MPEA

INSTRUCTIONS FOR APPLYING: Only the information you submit on your resume will be reviewed to determine if you meet the qualifications. **The State of Montana Careers system application will not be considered in this process. Applicants who are advanced to the interview process will be required to take an Excel test.**

To apply for this position you must attach the required information as separate documents. Materials not requested in this vacancy announcement will not be considered. Required materials must be received or postmarked by midnight (Mountain Standard Time) on the closing date in order to be considered.

Your resume must include the following information:

- All relevant work history, listing employment in chronological order in a month/year format with the most recent job first.
- Supervisor's name and phone number for each job.
- Detailed description of the duties for each job, including hours per week, and the reason why you separated.

Applicants claiming employment preference are required to provide proper documentation, i.e. Vet Preference (DD214), Disabled Vet document from U.S. Veterans Administration certifying service connected disability or purple heart medal, disabled (DPHHS Disability Certification), by the closing date. The State of Montana Careers system will generate an email with instructions on how to submit preference documents.

IF YOU ARE VIEWING THIS JOB VACANCY ANNOUNCEMENT FROM OUTSIDE THE STATE OF MONTANA CAREERS SYSTEM, YOU MAY ACCESS THE SYSTEM WITH THIS LINK: <http://statecareers.mt.gov/>.

ADDITIONAL SALARY INFORMATION: Full-time employees earn 15 vacation days, 12 sick days, state holidays, health and dental benefits and life insurance. They also receive access to a defined benefit - contribution retirement. For more information click on the link <http://mt.gov/statejobs/salary.mcp> and scroll down.

This is a Public Employee Retirement position. Procedures to be used in evaluating an applicant's qualifications may include, but not limited to, a resume, supplemental questions, an oral interview, **an Excel test** and reference checks.

If accommodation for disability is needed during the application or interview processes please contact the OPI Human Resource Office at (406) 444-2673 or opipersonnel@mt.gov.

The Montana Office of Public Instruction is an equal opportunity employer. Women (and/or) minorities are under-represented in this position and are encouraged to apply. Applicants must be eligible to work in the United States.

GENERAL DESCRIPTION OF DUTIES: Annually, the Office of Public Instruction collects data from all public and private accredited schools which are used for determining their yearly accreditation status. This position is responsible for the data collection, analysis, and accreditation report to the Montana Board of Public Education. In order to achieve this outcome, this position conducts quality control of data files through validation activities, writes and executes queries of the accreditation database, analyzes the results and provides reports to supervisors relating to highly qualified teachers data, EDEN federal reporting, and accreditation status determinations. Deviations to the Accreditation standards initially are cited by this position. Initial determinations of those public and private elementary and secondary schools throughout the state that will receive advice, deficiency and non-accreditation status are evaluated and processed for review by the Accreditation Specialist.

COMPETENCIES: Highly effective teamwork skills, verbal and written communication, maintaining work relations with co-workers, program users, technical personnel, and the public. Prior experience working as part of a team on new technology projects. Extensive skill and knowledge in the ability to quickly learn the Office of Public Instruction reporting portals including online systems, tools and applications, and writing, running and interpreting queries of the accreditation database. Ability to apply rules, regulations, policies and procedures to the analysis and evaluation of data. Ability to make decisions and work to deadlines. The position must provide verbal and written assistance to school personnel to use online systems, data collection reporting and verification. Extensive skill and knowledge in the use of computers, e.g., Windows, PowerPoint, Camtasia, Excel operations for data reporting, web-based data collection applications.

EDUCATION AND EXPERIENCE: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through an associate degree in information technology or data management, other degrees or areas of study will be considered on a case by case basis, and three years of recent office experience demonstrating increasing responsibility in using and analyzing data. Additional experience may be substituted on a year for year basis for the educational requirement.

SUPPLEMENTAL QUESTIONS: The supplemental question(s) gives you an opportunity to present more complete and specific details regarding your qualifications for this position. **Supplemental questions are evaluated on their own merit without referring to your resume** so it is important to provide specific information regarding names of employers, dates, job titles, etc. List the position title and your name at the top of each page. The suggested response is a minimum of ½ a page, but no more than 2 pages per question.

Once you have answered the following supplemental questions, you must upload your responses into the State of Montana recruiting system.

1. List the data management tools used. For each tool include the number of years of experience, level of proficiency, and list examples of tasks/products completed.
2. Describe your work experience related to understanding and using database queries. How did you ensure quality and reliability of data resulting from your queries?
3. Describe previous experiences that assisted customers with accessing and understanding data and indicate the length of time you have provided such services in years and months.
4. Do you want to be informed before we contact your present employer?